Desktop Publishing—Microsoft Publisher 2007

Document processing rubric:

A = 100 … The document contains no errors and turned in on time

B = 89 … The document contains one or two errors.

C = 79 … The document contains three or four errors.

D = 69 … The document contains five or more errors.

F = 59 … The document is incomplete.

F = 0 … The document was not handed in.

**Using the terms listed below, create Quizlet Flashcards named Lesson 5. The terms can be found the Lesson 5 chapter found in the binder.**

Brochure

Gutter

Send to back

Drop Cap

Design Gallery Object

**Save your terms and print one copy of your quizlet flashcards.**

**Lesson 5--Brochures Due:**

|  |  |  |
| --- | --- | --- |
| **Assignment** | **Pts. Earned** | **Comments** |
| Lesson 5 Quizlet DTP printed |  |  |
| Zoo Brochure, duplex & folded |  |  |
| Revised Zoo Brochure, duplex & folded |  |  |
| Memorial Tree Brochure, duplex & folded |  |  |
| Review Questions p. 96-97 |  |  |
| Project 5-1 Health Service Brochure, duplex & folded |  |  |
| Project 5-2 School or Community Organization brochure, duplex & folded |  |  |
| TOTAL (700) |  |  |